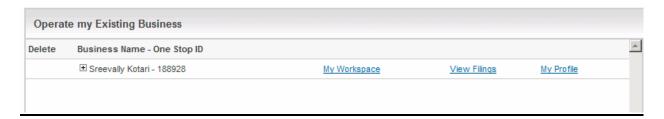
One Stop - MBOS Users

Register and Delegate the Business:

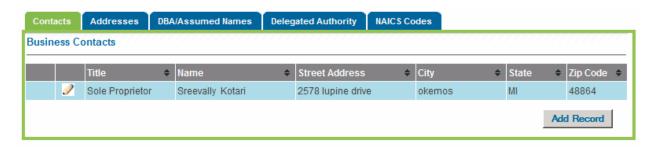
Once the company is registered, the user can use 'Delegated Business Authority' and give access to all other users in the company.

Steps

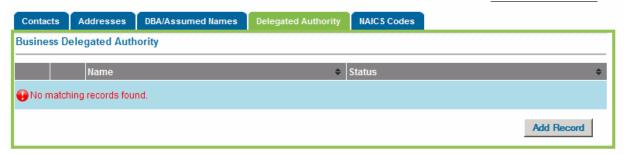
Once the company is registered, the user has to click on My Profile Link –



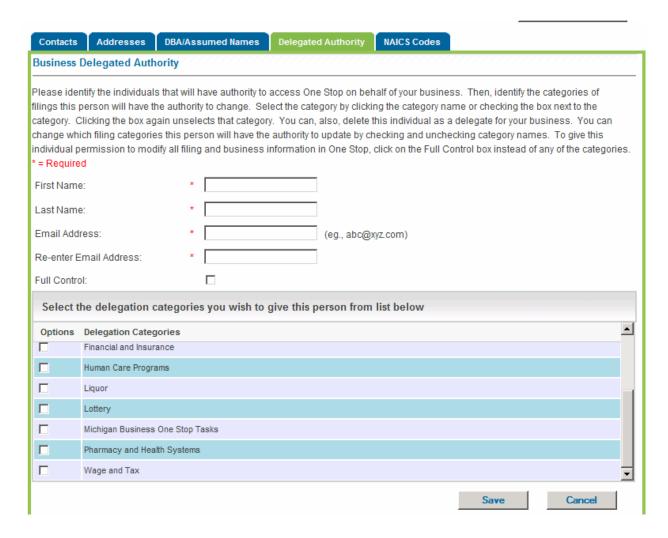
Click on Delegated Authority tab



· Click on Add Record



Select Full Control and click on Save



Any other user who was granted access will receive an email in the below format:

Hello,

You have been "delegated" access to the business account for 02/24/2009 - Test within the Michigan Business One Stop web site by Hitesh Patel.

In order to access the business account, please use the PIN number provided below and follow these directions.

- 1) Visit www.michigan.gov/business and select Log In Here.
- 2) You will be taken to the Single Sign-on web page to sign in to One Stop. If you do not yet have access to One Stop, you will need to create a Login ID and password on the Single Sign-on page, then register for access to One Stop. You will receive email notification when your registration is complete. For more information about this process, click on Single Sign-on or use the following link http://OneStopHelp.state.mi.us/wiki/Single Sign-On
- 3) If this is your first time signing into the Michigan Business One Stop choose "Add a Business that has been delegated to me (requires PIN)" and click on Next. Otherwise click on Add/Start a Business on the left side of the screen and choose "Add a Business that has been delegated to me (requires PIN)" and click on Next.
- 4) Enter the PIN below and click on Submit.

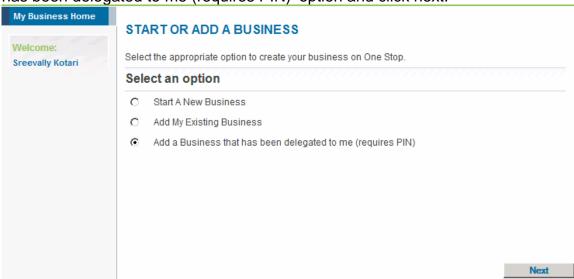
PIN NUMBER: 14rzQNhbLw1j

You should now have access to the privileges granted to you for that business. For additional help, please contact the Customer Assistance Center at 877.766.1779.

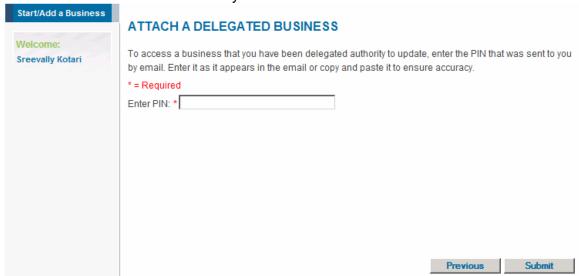
Please do not respond to this email.

Thank you.

The second user has to then logon to One Stop (If not registered he/she has to first register with One Stop). Click on Start/Add a Business and select 'Add a Business that has been delegated to me (requires PIN)' option and click next:



He/She has to enter the PIN they received in the email and click submit.



The second user will be given full access to the business.

If a user no longer works with the company, access can be deleted for that user in One Stop.

